

**UNITED STATES COURT OF APPEALS  
ELEVENTH CIRCUIT**

<b>Position Title:</b>	<b>Administrative Assistant</b>
<b>Opening Date:</b>	<b>December 5, 2016</b>
<b>Closing Date:</b>	<b>December 16, 2016 (or until filled)</b>
<b>Developmental Salary Range (CL 24/CL 25):</b>	<b>\$37,093 - \$50,781</b>
<b>With Full Performance Salary Potential to:</b>	<b>\$66,576</b>

The Eleventh Circuit Library has an opening for an **Administrative Assistant** in Atlanta. Persons interested in applying for this position should submit a cover letter and resume detailing background, experience, and qualifications by **December 16, 2016 (or until filled)** to:

Cheryl Vessels  
Assistant Circuit Executive for Human Resources  
Eleventh Circuit  
United States Court of Appeals  
56 Forsyth Street, NW  
Atlanta, Georgia 30303

***The selected candidate will be subject to a background check as a condition of employment.***

Reimbursement for expenses associated with interview(s) and/or relocation is not available.

**ORGANIZATION:** The incumbent will report directly to the Circuit Librarian and will be responsible for providing administrative support.

**REPRESENTATIVE DUTIES:**

**Administrative Duties**

- Serve as time and attendance record keeper for Circuit Library staff using court's automated software program, Human Resources Management Information System for Leave Tracking (HRMIS).
- Assist with scanning projects for Circuit Library digital collection projects.
- Coordinate circuit bindery program for law reviews and other material.
- Maintain subscription list for renewals and other fees for payments coordinated with Circuit Executive's Office.
- Update personnel directories, forms, and other publications as needed.
- Prepare reports and materials for library meetings and projects using Word, Excel, PowerPoint, and other software as needed.
- Arrange library staff meetings or other events, including notification to participants, travel arrangements, and materials organization.
- Assist librarian with managing property records for each library.
- Assist librarian with call number labeling for shelving books.
- Assist with shelving, weeding, and shifting book collection, as needed.
- Maintain Circuit Library filing system.
- Perform other duties as assigned or directed.

**Procurement Duties**

- Procure supplies, equipment, and furnishings from government and non-government sources through competitive bids, or existing government contracts. The Court's automated software program, Judiciary Integrated Financial Management System (JIFMS), is used for procurement.
- Determine availability of funds through JIFMS. Prepare spreadsheets to track expenditures as needed.
- Research and evaluate suppliers based on a variety of established criteria. Maintain lists of vendors and sources of supplies for goods and services. Review and verify invoices.
- Prepare specifications; research products and equipment. Obtain and review competitive bids, quotes, and proposals from vendors; discuss evaluations and reviews with requesters.
- Negotiate with vendors for the best price for purchases. Coordinate with selected vendors on supply and delivery of purchased items.

**QUALIFICATIONS AND REQUIREMENTS:**

- High school graduate or equivalent. An associate's degree or bachelor's degree is preferred.
- One year of specialized experience equivalent to work at the CL-24. Specialized experience includes progressively responsible experience that provided knowledge of the rules, regulations procedures and practices of procurement administrative and involved the routine use of automated procurement systems and applications.
- Ability to obtain level 1 and level 3 Contracting Officer Certification in the Judiciary Procurement Program, if not already certified.
- Ability to learn the federal judiciary financial systems, along with skill and accuracy in mathematical calculations and data entry.
- Skill in negotiating terms and conditions of services and contracts with vendors and in preparing and maintaining purchase orders and other similar documents, as well as maintaining detailed records.
- Excellent organizational, interpersonal, and written communication skills.
- Must be self-motivated and possess ability to work independently as well as collaboratively with a team.
- Thorough working knowledge of MS Office software, including Word and Excel. High comfort level with technology with ability to learn new technologies.
- Positive attitude, eagerness to learn, proven ability to work well with others, ability to manage multiple tasks, prioritize and organize with attention to detail are essential.
- Must have the ability to consistently demonstrate sound ethics and judgment and comply with the *Code of Conduct for Judicial Employees*.
- Respect for, and ability to maintain, confidentiality of all court and personnel matters.
- Ability to handle moderate to heavy physical (lifting) activity.
- Occasional travel may be required.

**CONDITIONS OF EMPLOYMENT:** Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and approval of a background investigation. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All court employees are required to adhere to a *Code of Conduct for Judicial Employees*, copies of which are available upon request. Employees of the United States Circuit Court are considered "at-will" employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees.

## **EMPLOYEE BENEFITS**

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

<b>PAID VACATIONS</b>	From 13 to 26 days per year depending on length of federal service.
<b>PAID HOLIDAYS</b>	10 days per year.
<b>SICK LEAVE</b>	13 days per year.
<b>HEALTH INSURANCE</b>	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
<b>DENTAL/VISION INSURANCE</b>	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
<b>LIFE INSURANCE</b>	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
<b>FLEXIBLE BENEFITS</b>	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-tax or after-tax, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
<b>LONG-TERM CARE INSURANCE</b>	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care, and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
<b>WITHIN-LEVEL SALARY INCREASES</b>	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
<b>TIME IN SERVICE</b>	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
<b>RETIREMENT</b>	Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.